

ED Tech Monitoring Form

Monitor:	Date:	Project: 04FADETD- _____ -
District:	Project Contact:	
Phone:	E-mail:	Fax:

Total Grant Award: \$ _____

Are there any extenuating circumstances, such as cut in funding request, change in district direction, etc. that are keeping the LEA from project implementation or which might hinder the progress they make in meeting project goals and objectives in this fiscal year? ☐ No ☐ Yes, explain below

Project Compliance	Fall Monitoring	Yes	No	In Progress	Evidence
Is there evidence that the LEA is implementing the project that was approved? (Read the abstract and Question 3 of the application). ⁱ Comments for above:					
Project Compliance	Spring Monitoring	Yes	No	Partial Compliant	Evidence
Is there evidence that the LEA is implementing the project as was approved? (Read the abstract and goals in questions 1-3 of the application). Comments for above:					
High Quality Professional Development	Fall Monitoring	Yes	No	In Progress	List and dates of classes or sessions provided
Legislation requires 25% of funds be used to provide high quality professional development to staff. Is there evidence the LEA is providing this? ⁱⁱ Percent of staff included in the training: _____% (Substantiated by the sign in sheets, etc.) Comments for above:					
High Quality Professional Development	Spring Monitoring	Yes	No	Partial Compliance	List and dates of classes or sessions provided
Evidence that LEA has used the IID funds required to provide high quality professional development sessions to the staff. Percent of staff included in the training: _____% (Substantiated by the sign in sheets, etc.) Comments:					
Parental Involvement (Question 5)	Fall Monitoring	Yes	No	In Progress	Evidence

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Evidence that LEA is following contract narrative in providing parental involvement. Comments for above:				
Parental Involvement (Question 5) Spring Monitoring	Yes	No	Partial Compliant	Evidence
Evidence that LEA is following contract narrative in providing parental involvement. Comments for above:				
Roles and Responsibilities and Project Timelines: Fall Monitoring	Yes	No	In Progress	Evidence
Project team members are implementing project according to plan. Project deliverables will be/ have been made available according to timeline described in contract. Comments for above:				
Roles and Responsibilities and Project Timelines) Spring Monitoring	Yes	No	Partial Compliance	Evidence
Project team members are implementing project according to plan. Project deliverables will be/ have been made available according to timeline described in contract. Comments for above:				
Evaluation and Accountability (Question 8) Fall Monitoring	Yes	No	In Progress	Evidence
<i>Methods of evaluation are sufficient and being utilized to measure the projects success at:</i> <i> integrating technology into instruction</i> <i> improving teachers ability to teach</i> <i> enabling students to reach state academic standards.ⁱⁱⁱ</i> Comments for above: Do the evaluation and accountability methods <u>in the contract narrative</u> need clarification or improvement?				
Evaluation and Accountability (Question 8) Spring Monitoring	Yes	No	Partial Compliance	Evidence

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<p><i>Results of evaluation indicate improvement in :</i> <i>integrating technology into instruction</i> <i>improving teachers ability to teach</i> <i>enabling students to reach state academic standards.</i></p> <p>Comments:</p> <p>If evaluation and/or accountability recommendations were made in the Fall, were the recommended methods followed and/or was the quality of information gathered improved?</p>				
<p>Budget: Fall Monitoring</p> <p>There are key expenditures that need to be done early in the project in order for the rest of the activities to fall into place as planned. Have those key expenditures already been made? ^{iv}</p>	Yes	No	In Progress	Evidence
<p>Comments for above:</p>				
<p>Budget: Spring Monitoring</p> <p>Unless the LEA is saving funds for a summer training session for their staff, most of the funds should be spent by this monitoring session. Review the budget in Grants before monitoring.</p>	Yes	No	Partial Compliance	Evidence
<p>Comments for above:</p>				
<p>Overall project is in compliance: Fall Monitoring</p>		<p>Comments</p>		
<p>a. What resources can you recommend, which might help the LEA with implementation of their project.</p>				
<p>b. Do you feel they need additional assistance with their project?</p>				
<p>c. Is there an area of concern that you are not comfortable with the progress they are making?</p>				
<p>Overall project is in compliance: Spring Monitoring</p>		<p>Comments</p>		
<p>a. Did the LEA utilize the resources you recommended during the Fall Monitoring session? If yes, did the resources assist with project implementation?</p>				
<p>b. Is the LEA on track with their project in meeting their goals and objectives for the project year?</p>				
<p>c. Is there an area of concern that you think might impede the successful completion of their project?</p>				

ⁱ **Explanation of monitoring answers and comment options:**

- Yes answer indicates they have met all their goals and have implemented their project as contracted.
- No answer indicates they haven't done anything to meet the goals approved for the project.
- In Progress means they have begun the process – up to 45% compliance
- Partial Compliant means they are from 50 to 95% compliant.
- Explanations for your answers go in Comment section.

ⁱⁱ Review training curriculum and materials or contracts to determine if professional development expenditures provide high quality professional development services. The 10 principles of high-quality professional development are:

High-quality professional development:

1. Focuses on teachers as central to student learning, yet includes all other members of the school community
2. Focuses on individual, collegial, and organizational improvement
3. Respects and nurtures the intellectual and leadership capacity of teachers, principals, and others in the school community

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4. Reflects best available research and practice in teaching, learning, and leadership
5. Enables teachers to develop further experience in subject content, teaching strategies, uses of technologies, and other essential elements in teaching to high standards
6. Promotes continuous inquiry and improvement embedded in the daily life of schools
7. Is planned collaboratively by those who will participate in and facilitate that development
8. Requires substantial time and other resources
9. Is driven by a coherent long-term plan
10. Is evaluated ultimately on the basis of its impact on teacher effectiveness and student learning; and this assessment guides subsequent professional development efforts

iii This area is very important both in the data gathered to evaluate the progress of the project and the accountability measures. This data collection will substantiate or verify that the money was spent on the actual activities and training hours approved for the project. The times are important to substantiate the use of substitutes, support the hiring of an FTE, etc. There are numerous methods for evaluating progress, let the LEA know of additional resources to the ones they mentioned they would use in their project

Evaluation and Assessment Methods

Evaluation information can be found at the U. S. Department of Education's site - <http://www.ed.gov/Technology/> - a good article listed at that site is the third option – The Technology Assessment Sourcebook <http://www.dlrn.org/star/sourcebook.html>. Below are some things the LEA needs to consider in deciding which evaluation instruments to use for being NCLB accountable, with the techniques as the last section.

INITIAL EVALUATION ASSESSMENT CHECKLIST

Part of the problem of evaluating the “success” of the projects has been that the goals are not necessarily clearly stated in their project contract. The initial meeting with the LEA should include some discussion of clarification of goals and then how the completion of each goal will be evaluated – and these are goals that may be in addition to the overall goals of the EdTech funding (integrating technology, improving teachers, improving academic achievement.)

- What are the goals of the project?
- For each goal, what are the objectives?
- What activities/ methods / tools, as described in the plan, will be used to meet the objectives? Are these in place? If not, when will they be implemented?
- What is the current status of each of the objectives? How was this determined (measured)?
- When will each objective be met? What are benchmarks for measuring progress?
- How will progress toward the objectives be measured/ identified?

How? (Techniques - what is most appropriate)

- Questionnaires
- Interviews
- Confidence Logs
- Observations
- Student Profiles
- Pre-Tests and Post Tests
- Inventory Learning Checklists

For accountability – following are some key features the data gathering forms should have:

- LEA must have sign in sheets for all professional development activities, with date, name of the training session with brief description of what will be taught, hours of training, attendees sign in with name, position, grade they teach.
- Written Evaluations should be gathered at the end of each session, again, with the session name at the top, date, time etc.
- For in-house professional development sessions, review training agenda, marketing advertising workshops, training materials used, types of training and descriptions, etc. Review or ask about professional development experience of trainer.

iv It is suggested that the monitor review the budget in Grants before monitoring to see when the first draws were made, and make sure they are in cash management compliance. Make sure the LEA project director knows about the change to cash management so they can assist the budget office stay in compliance. As you do your monitoring session, it's okay to check the following – it can be a random sampling, or pick and select the ones you want to review.

- Check invoices, purchase orders, and bids – were procurement guidelines followed?
<http://sporas.ad.state.az.us/mbewbe/brochures/guidelines.pdf>
- Check serial number on hardware purchased. See if they are placed in the areas the LEA specified in the budget description.
- Review job description of hired staff or key staff that will implement project, or staff that will provide services under project. Review if FTE is providing the services specified under the contract.
- Will 25% be spent for professional development for staff?
- For out-sourced training, review contracts, invoices, purchase orders to make sure things are in order. Training should be provided by reputable source that provides high-quality professional development.